**CMS COLLEGE, KOTTAYAM**

**DEPARTMENT REPORT FORMAT**

**This Annual Evaluative Report of the Departments should be accompanied by a descriptive write up of the activities of the Department for the year under review. It should contain descriptions of the activities of the Department Association, achievements of the students as well as members, results, seminars, workshops or any other academic/co-curricular endeavours organized by the department. The best practices in various areas, if any, can also be listed. It may also include photos, pictures, graphs, diagrams. The descriptive report shall not exceed four pages.**

**Additional information may be given as appendixes. A soft copy of the report also should be submitted. The information given in the report will be used for evaluating and grading the departments, preparing annual quality assurance report and for meeting the requirements of All India Survey on Higher Education.**

1. **PROFILE OF THE DEPARTMENT**

|  |  |  |
| --- | --- | --- |
| **0.01** | **Name of the Department** |  |
| **0.02** | **Year of Starting**  | UG |  | PG |  | PhD |  |
| **0.03** | **No.of Programmes offered** | UG | PG: | PhD | CER  | Dip | Total |
|  |  |  |  |  |  |
| **0.04** | **Department Phone No** |  |
| **0.05** | **Department email** |  |
| **0.06** | **Department website** |  |
| **0.07** | **Name of the HOD** |  |
| **0.08** | **Mob.No of the HOD** |  |
| **0.09** | **Name of the IQAC Representative** |  |
| **0.10** | **Mob.No of the IQAC Representative** |  |
| **0.11** | **Faculty strength** |
|  | Aided FT\* | Aided PT\*\* | UnaidedFT\* | Unaided PT\*\* | Total |
| Sanctioned |  |  |  |  |  |
| Actual  |  |  |  |  |  |
| Vacant |  |  |  |  |  |
| **0.12** | **Details of Non Teaching Staff in the Department** |
| Aided FT | Aided PT | UnaidedFT | Unaided PT | Total |
|  |  |  |  |  |
| **0.13** | **Student strength (as on 31st March)** |
| Programme | Semester | Male | Female | Total |
| UG | 2 |  |  |  |
|  | 4 |  |  |  |
|  | 6 |  |  |  |
| PG | 2 |  |  |  |
|  | 4 |  |  |  |
| PhD | Present |  |  |  |
| Other |  |  |  |  |
| Total |  |  |  |  |

\* Full time , \*\* Part time

1. **CRITERIA-WISE DETAILS**
2. **CURRICULAR ASPECTS**

|  |  |  |
| --- | --- | --- |
| **1.01** | **Total Number of UG Programmes** |  |
| **1.02** | **Name of UG programmes** |
|  | Sl.No | Programme | Specialisation |
|  |  |  |
|  |  |  |
| **1.03** | **No. of PG Programmes** |  |
|  | Sl.No | Programme | Specialisation |
|  |  |  |
|  |  |  |
|  |  |  |
| **1.04** | **Research Programme – Areas** |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **1.05** | **Name of the Certificate Programmes, if any** |
|  |  |  |
|  |  |
| **1.06** | **Name of the Diploma Programmes if any** |
|  |  |  |
|  |  |
| **1.07** | **No. and name Programmes started in the year** |  |
| **1.08** | **No. and name of Programmes dropped in the year** |  |
| **1.09** | **No. and name programmes for which curriculum is modified in the year** |  |
| **1.10** | **No. and name of add-on programmes** |  |
| **1.11** | **No. and name of enrichment programme** |  |
| **1.12** | **No. and name of bridge courses** |  |
| **1.13** | **No. and names of the faculty members who are members of Board of studies or academic council of the university** |  |
| **1.14** | **No. and name of faculty members who are involved in the curriculum development / design / review / modification at the university level** |  |

1. **TEACHNING, LEARNING AND EVALUATION**

|  |  |
| --- | --- |
| **2.01** | **Faculty Data** |
| Designation | With Highest Educational Qualification |
| PhD | M,Phil | PG | Total |
| Associate Professor (Aided Stream) |  |  |  |  |
| Assistant Professor (Aided Stream) |  |  |  |  |
| Temporary Teachers (Aided Stream) |  |  |  |  |
| Associate Professor (Unaided Stream) |  |  |  |  |
| Assistant Professor (Unaided Stream) |  |  |  |  |
| Temporary Teachers (Unaided Stream) |  |  |  |  |
| Visiting Professors |  |  |  |  |
| Total |  |  |  |  |
| **2.02** | **Faculty Qualification** |
| Sl.No | Name | Designation | Qualification | Experience in yrs |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **2.03** | **Faculty participation in seminars / workshops/ conferences** |
| Activity | International | National  | State | Local |
| Participation only |  |  |  |  |
| Presented paper |  |  |  |  |
| Resource Person |  |  |  |  |
| *Give a list of faculty participation in seminars, workshops and conference indicating name of the faculty, activity, level, place and dates of the activity as appendix1.*  |
| **2.04** | **No of teachers who participated in Faulty Development Programmes** |
| Sl.No | Name of the Programme | No. of teachers | No.as % of total 1teachers |
| 1 | Orientation Programmes |  |  |
| 2 | Refresher Programmes |  |  |
| 3 |  Faculty Development Programmes organised by the college |  |  |
| 4 | Other Faculty Development Programmes organised by other institutions |  |  |
| 5 | Faculty Exchange Programmes |  |  |
| 6 | Any such programmes (please specify) |  |  |
| **Total** |  |  |
| *Please give details of participation including name of the teacher, name of the programme, place and duration in appendix 2* |
| **2.05** | **Total number of days classes were conducted including internal examinations (excluding university level external examinations)** |
| Level  | Semester | No.of students | No.of teaching days | Avg % of attendance |
| UG | Sem 1 |  |  |  |
| Sem 2 |  |  |  |
| Sem 3 |  |  |  |
| Sem 4 |  |  |  |
| Sem 5 |  |  |  |
| Sem 6 |  |  |  |
| PG | Sem 1 |  |  |  |
| Sem 2 |  |  |  |
| Sem 3 |  |  |  |
| Sem 4 |  |  |  |
| **2.06** | **Details additional classes taken by the teachers** |
| Level | Sem | Total No.of Additioanl Hrs. On working days | Total Number of hrs. On additional days | Total Hours |
| UG | Sem 1 |  |  |  |
| Sem 2 |  |  |  |
| Sem 3 |  |  |  |
| Sem 4 |  |  |  |
| Sem 5 |  |  |  |
| Sem 6 |  |  |  |
| PG | Sem 1 |  |  |  |
| Sem 2 |  |  |  |
| Sem 3 |  |  |  |
| Sem 4 |  |  |  |
| Total |  |  |  |
| *Please provide teacher-wise details of extra classes taken including name of the teachers extra hrs and extra days taken for each semester as appendix 3* |
| **2.07** | **Are there any innovative teaching methods adopted by any faculty member** | Yes /No |
| *If yes, provide details relating to the method adopted, the name of the faculty member who adopts the particular method, the subject, class and programme for which the innovative method is used as appendix 4* |
| **2.08** | **Student involvement in the teaching learning process (other than the mandatory activities specified in the curriculum)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **2.09** | **Is there any other way of student involvement:****If yes, specify, (The details may be given as appendix 5)** |
|  |  |
|  |  |
| **2.10** | **Performance of the students in the latest university examination. For PG sem 4 previous year data may be used** |
| Level | Sem | Name of exam | No.of students who obtained | Total |
| A | B | C | D | E |
| UG | Sem 1 |  |  |  |  |  |  |  |
| Sem 2 |  |  |  |  |  |  |  |
| Sem 3 |  |  |  |  |  |  |  |
| Sem 4 |  |  |  |  |  |  |  |
| Sem 5 |  |  |  |  |  |  |  |
| Sem 6 |  |  |  |  |  |  |  |
| PG | Sem 1 |  |  |  |  |  |  |  |
| Sem 2 |  |  |  |  |  |  |  |
| Sem 3 |  |  |  |  |  |  |  |
| Sem 4 |  |  |  |  |  |  |  |
| *Please attach copies of class-wise mark lists as appendix 6* |
| **2.11** | **Demand Ratio** |
| Sl No | Name of the Programme | Seats under open quota | No.of first and second choices received under CAP | Demand Ratio (Applications /Seats) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **RESEARCH, CONSULTANCY AND EXTENSION**

|  |  |  |
| --- | --- | --- |
| **3.01** | **Is the department an approved research centre for PhD** |  |
| **3.02** | **Reg No and year of Registration** |  |
| **3.03** | **No of Research guides in the Centre** | From the department | Fromoutside | Total Guides |
|  |  |  |
| *Give a list of research guides in the Centre / Department as appendix 7* |
| **3.04** | **No of teachers who are research guides in other centres** |  |
| *Give a list of teachers who are research guides in other centres as appendix 8* |
| **3.05** | **No of Research Scholars in the Centre** |  |
|  | **Male** | **Female** | **Total** |
| Full time |  |  |  |
| Part time |  |  |  |
| **Total** |  |  |  |
| *Give a list of research scholars in the Centre as appendix 9* |
| **3.06** | **No of PhDs awarded during the year in the Centre** |  |
| *Give a list of PhD s awarded during the year showing name of the scholar, name of the guide, title of the thesis etc as appendix 10* |
| **3.07** | **Minor Projects in the department** |
| Proposals submitted during the year | Sanctioned during the year | Completed during the year | Currently on going |
|  |  |  |  |
| *Give a list of minor projects in the department indicating the title of the project, name of the agency, name of the project holder, amount of the project, level of completion as appendix 11* |
| **3.08** | **Major Projects in the department** |
| Proposals submitted during the year | Sanctioned during the year | Completed during the year | Currently on going |
|  |  |  |  |
| *Give a list of major projects in the department indicating the title of the project, name of the agency, name of the project holder, amount of the project, level of completion as appendix 12* |
| **3.08** | **Research Papers published by faculty** |
| National Journal | Intl. Journals | Proceedings | Others | Total |
|  |  |  |  |  |
| *Give a list of publications of research papers by the faculty in the standard format as appendix 13 specifying the impact factor* |
| **3.09** | **Books published by faculty during the year** |
| Text Books | Co-Authord books | Ed.Books | Chapters in Books | Other books | Total |
|  |  |  |  |  |  |
| *Give a list of publications of books by the faculty in the standard format as appendix 14* |
| **3.10** | **Number of research publications by students including research scholars** |
| National Journal | Intl. Journals | Proceedings | Chapters in Books | Others | Total |
|  |  |  |  |  |  |
| *Give a list of publications of research papers by the students in the standard format as appendix 15* |
| **3.11** | **Details of research awards, best teacher award, best paper awards and other such awards and recognitions for academic contributions** |
| Teaching | Publication | Research | Others | Total |
|  |  |  |  |  |
| *Give a list of teachers who have obtained the awards as appendix 16* |
| **3.12** | **Details of awards and recognitions received by students including /research Scholars** |
| Learning Proficiency | Presentation | Publication | Research | Others | Total |
|  |  |  |  |  |  |
| *Give a list of teachers who have obtained the awards as appendix 17* |
| **3.14** | **Research papers with impact factor by faculty or research scholars** |  |
| **3.15** | **Faculty members with *h* index** |  |
| **3.16** | **Is any consultancy[[1]](#footnote-2) work is undertaken at the department level** |  |
| **3.17** | **If yes, is it charged or undertaken on voluntary basis?** |  |
| **3.18** | **If charged, how much amount is collected through consultancy** |  |
| *Give details about the department level consultancy undertaken if any as appendix 18* |
| **3.19** | **Number of faculty members engaged in consultancy**  |  |
| **3.20** | **Fees collected through consultancy by faculty** |  |
| *Give details about consultancy undertaken by faculty members as appendix 19* |
| **3.21** | **Does the department has any collaboration for research, consultancy or extension** |  |
| *If yes, give details of the collaboration indicating the purpose, agency, nature, period etc as appendix 20* |
| **3.22** | **Does the department undertake any extension[[2]](#footnote-3) activity other than NSS and NCC** |
| *Give details about the extension activities undertaken by the department as appendix 21* |
| **3.23** | **No. of NSS volunteers in the department. (give % to toal also)** | No. | % |
|  |  |
| **3.24** | **No. of NCC cadets in the department. (give % to total also)** | No. | % |
|  |  |
| **3.25** | **Any faculty member holding the charge of NSS or NCC** | Yes/ No |
|  | **Name:** |  |
| **3.26** | **Seminars , workshops, Conferences, summer schools etc organised by the Department** |
|  | Programme | Level | Sponsor | Cost | Dates |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **INFRASTRUCTURE DEVELOPEMNT**

|  |  |
| --- | --- |
| **4.01** | **Infrastructure details** |
|  | Total Built up Area of the Department in sq.mtrs |  |
|  | No.of class rooms |  |
|  | Computer lab |  |
|  | Laboratories |  |
|  | Seminar hall |  |
| **4.02** | **Computer details** |
|  | Total number of computers |  |
|  | Computers with internet connectivity |  |
|  | Laptops |  |
| **4.03** | **Audio-Visual Aids** |
|  | Number of LCD projectors |  |
|  | Number of interactive boards |  |
|  | Other audio-visual aids (Specify) |  |
| **4.04** | **Student amenities** |
|  | Drinking water facility |  |
|  | No. of Toilets |  |
|  | Wash facilities |  |
|  | Reading room |  |
|  | Internet facilities  |  |
| **4.05** | **Do you have a department library** |  |
| **4.06** | **If yes, no. of books** |  |
| **4.07** | **Does the department subscribe any news paper, journal etc. other than those in the general library** |  |
| *Give a list of journals, periodical, news papers etc., subscribed at the department level as appendix 22* |
| **4.08** | **Do you maintain separate stock registers for computers, audio-visual equipments, books, laboratory equipments, furniture etc. (Tick relevant cells)** |
| Books | Computers | Furniture | Audio-Visual  | Lab.Eqip | Ups and Printer | Others |
|  |  |  |  |  |  |  |

1. **STUDENT SUPPORT AND PROGRESSION**

|  |  |
| --- | --- |
| **5.1** | **Total No of students** |
|  | UG | PG | Others | Total |
|  | M | F | T | M | F | T | M | F | T |  |
| SC |  |  |  |  |  |  |  |  |  |  |
| ST |  |  |  |  |  |  |  |  |  |  |
| OBC |  |  |  |  |  |  |  |  |  |  |
| OEC |  |  |  |  |  |  |  |  |  |  |
| Muslim Minority |  |  |  |  |  |  |  |  |  |  |
| Christian Minority |  |  |  |  |  |  |  |  |  |  |
| General  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |
| *List of students will be provided from the college office* |
| **5.02** | **Student Result** |
| Level | Enrolled | Appeared | A | B | C | D | E | Total Pass | Pass % |
| UG |  |  |  |  |  |  |  |  |  |
| PG |  |  |  |  |  |  |  |  |  |
| *Give a list of students with reg. no, class no, gender, category, and grade obtained for each outgoing batch as appendix 23* |
| **5.3** | **Student Progression** |
| Programme | Total Students | Got campus placement | Got other jobs | Professional Studies | Higher Studies | Own Business | Others |
| UG |  |  |  |  |  |  |  |
| PG |  |  |  |  |  |  |  |
| *Give a list of students showing their progression for the last batch as appendix 24* |
| **5.04** | **No.of students who qualified NET, JRF, SET, GATE, CAT etc.,** |
| NET | JRF | SLET | GATE | CAT | All India  |  | Total |
|  |  |  |  |  |  |  |  |
| *Give a list of students who qualified NET, GATE etc., indicating name of the student, exam qualified present position etc (applicable only for Departments with PG Programmes) as appendix 25* |
| **5.05** | **Students achievements in sports** |
| Regional Level | Uty Level | State level | National  | International | Others | Total |
| P\* | A\*\* | P | A | P | A | P | A | P | A | P | A | P | A |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Give a list of students who obtained any kind of recognition for sports achievements specifying name, item, event, level etc as appendix 26*\*P – Participated \*\*A – Achievements |
| **5.06**  | **Student achievement id Arts and cultural activities** |
| Regional Level | Uty Level | State level | National  | Others | Total |
| P\* | A\*\* | P\* | A\*\* | P\* | A\*\* | P\* | A\*\* | P\* | A\*\* | P\* | A\*\* |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *Give a list of students who obtained any kind of recognition for cultural activities achievements specifying name, item, event, level etc as appendix 27*\*P – Participated \*\*A – Achievements |
| **5.07** | **Student participation in NSS and NCC and other extension activities** |
| No of students in NSS | No. of students in NCC | Nature Club | ED Club | Others |
| M | F | T | M | F | T | M | F | T | M | F | T | M | F | T |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Mention any special achievement of any student in the above said area separately as appendix 28* |
| **5.08** | **Do you have a department association**  | Yes / No |
| **5.09** | **Mention the major activities of the association** |
| Talks | Visits | Quizes | Other Academic activities | Cultural Fests |  | Others |
|  |  |  |  |  |  |  |
| *Give details of the programmes conducted indicating the date, programme title, outcome and other information as appendix 29* |
| **5.10** | **Does the department maintain a continuously updated database of the Alumni** | Yes / No |
| **5.11** | **Details of NET / GATE Coaching provided** |
| No.of classes conducted | No.of Students participated | No.of students qualified | Amount Spent | Name of the teacher in charge |
|  |  |  |  |  |
| *Please maintain a record in the department the details of class conducted indicating date, attendance, name of resource person etc* |
| **5.12** | **No. of students availing of any scholarship or Fee concessions or Grants Student Scholarship details** |
| Sl.No | Name of Scholarship | I&2 Sem UG | 3&4Sem UG | 5&6 Sem UG | I&2 Sem PG | 3&4 Sem PG | Total |
| 1 | Post metric Scholarship |  |  |  |  |  |  |
| 2 | Central Sector Scholarship |  |  |  |  |  |  |
| 3 | Suvarna Jubilee Scholarship |  |  |  |  |  |  |
| 4 | Muslim Girls Scholarship  |  |  |  |  |  |  |
| 5 | Higher Education Scholarship |  |  |  |  |  |  |
| 6 | Single Girl Child Scholarship |  |  |  |  |  |  |
| 7 | University Merit Scholarship |  |  |  |  |  |  |
| 8 | Labour Welfare (Granite & Dolonite) Scholarships |  |  |  |  |  |  |
| 9 | NCERT Scholarships |  |  |  |  |  |  |
| 10 | District Merit Scholarships |  |  |  |  |  |  |
| 11 | Students Aid Fund |  |  |  |  |  |  |
| 12 | Fishermen Scholarships |  |  |  |  |  |  |
| 13 | Merit –Cum- Means Scholarships |  |  |  |  |  |  |
| 14 | KPCR |  |  |  |  |  |  |
| 15 | Others (specify) |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |
| *Give a list of students getting each scholarship as appendix 30* |
| **5.13** | **Details of any scholarship, assistance, endowments etc ., provided at the department level** | **No.** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **GOVERNANCE AND LEADERSHIP**

|  |  |
| --- | --- |
| **6.01** | **Names of the members of the Department Level IQAC (DIQAC)** |
| Sl.No | Name | Designation  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **6.02** | **No.of DIQAC meetings held during the year** |  |
| **6.03** | **Give a list of 5 major decisions related to quality enhancement** |
|  | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| **6.04** | **How many staff meetings were held during the last one year** |  |
| **6.05** | **How many meetings of the class representatives are held during the last one year** |  |
| **6.03** | **Briefly state the developmental activities planned and implemented during the last year** |
| 1.2. |
| **6.04** | **No. of Alumni meeting held during the last one year** |  |
| **6.05** | **State the alumni contribution to the department during the last one year.** |
|  |
| **6.06** | **Financial resources of the department** |
| Sl.No | Name of the Source | Amount received | Amount Spent | Balance |
| 1 | UGC |  |  |  |
| 2 | FIST / DST |  |  |  |
| 3 | PTA |  |  |  |
| 4 | Alumni |  |  |  |
| 5 | Programmes organised by the department |  |  |  |
| 6 | Other sources |  |  |  |
| **Total** |  |  |  |
| *Provide accounts of the department as appendix 31* |
| **6.07** | **Does the Department collects feedback from stake holders about the working of the department (tick relevant boxes)** |
| Students | Alumni | Parents | employers | Public | Others |
|  |  |  |  |  |  |
| **6.08** | **Specify any action taken on the basis of feedback** |
|  |

1. **INNOVATIVE / BEST PRACTICES**

|  |  |
| --- | --- |
| **7.01** | **Specify any innovative practices followed by the department in the areas of teaching, evaluation, research, student support, management etc.** |
| Teaching |  |
| Learning |  |
| Research |  |
| Student support |  |
| Management |  |
| Any other |  |

**SWOT ANALYSIS OF THE DEPARTMENT**

|  |
| --- |
| **Strengths:** |
| **Weaknesses:** |
| **Opportunities:** |
| **Challenges:** |

**Appendix -1**

**Details of faculty participation in seminars, workshops, conferences etc.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Name of faculty** | **Name of activity\*** | **Level\*\*** | **Place** | **Dates** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Seminar, Workshop, Conference, \*\*College, University, State, National, International

**Appendix -2**

**Details of faculty participation in Faculty Development Programmes*.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of faculty** | **Name of Programme** | **Place** | **Dates** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -3**

**Details of additional hrs handled by faculty members*.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of faculty** | **No.of additional hrs in semester – semester wise** | **Total** |
| **Class**  | **Class**  | **Class**  | **Class**  | **Class**  | **Class**  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Appendix -4**

**Details of Innovative Teaching Methods adopted by the Faculty**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of faculty** | **Innovative method** | **Brief Description of the method** | **Outcome** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -5**

**Details of innovative ways of student involvement in the teaching – learning Process**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Method** | **Description** | **Which students** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appendix -6**

**Grades obtained by the students**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No** | **Class No** | **Name** | **Course1** | **Course2** | **Course3** | **Course4** | **Course5** | **Course6** | **Course7** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Appendix -7**

**List of Research Guides (Supervisors) in the Department**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Name | Specialisation | Part-Time Scholars | Full-Time Scholars |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix – 8**

**List of Teachers of the Department who are Research guides in Other Institutions**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Name of the Teacher** | **Institution of guideship** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix – 9**

**List of Research Scholars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the Scholar** | **Guide** | **Type \*** | **Funding\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Type = full time or part-time

\*\* Funding = JRF, University Felloswship, other sources, own funding

**Appendix -10**

**No.pof PhDs awarded in the centre**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of the Scholar** | **Guide** | **Title** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appendix -11**

**Details of Minor Research Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the Project Holder** | **Funding Agency** | **Amount** | **Level of Completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -12**

**Details of Major Research Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the Project Holder** | **Funding Agency** | **Amount** | **Level of Completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix 13**

**List of Publications of Research Articles by the Faculty**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the Faculty** | **Title of the Article** | **Name of the Journal** | **Volume and issue** | **Impact factor** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Appendix -14**

**List of Books Published by the Faculty**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the faculty** | **Title of the Book** | **Publisher** | **Type of the book** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -15**

**List of Publications by students and research scholars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the student** | **Title of the publication** | **Type** | **Publication details** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -16**

**Details of Awards, recognitions etc., obtained by faculty members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the faculty** | **Name of the Award** | **Area** | **Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -17**

**Details of Awards, recognitions etc., obtained by students and Research scholars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the faculty** | **Name of the Award** | **Area** | **Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -18**

**Details of Department Level consultancy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Type of Consultancy** | **For Whom** | **Paid or Free** |
|  |  |  |  |
|  |  |  |  |

**Appendix -19**

**Consultancy by Faculty**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Type of Consultancy** | **For whom** | **Paid or Free** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appendix -20**

**Details of Collaborations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Agency** | **Purpose** | **Nature** | **Period** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix-21**

**Details of extension activities undertaken by the department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Activity** | **Details** | **Beneficiaries** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appendix-22**

**Journals, periodical, news papers etc., subscribed at the department level**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Journal/Periodical** | **Frequency** | **Cost p.a** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appendix -23**

**Programme End Result**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Class No** | **Reg.No** | **Name** | **Gender** | **Category** | **Grade** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Appendix -24**

**Progression of Students (for each Programme separately)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Class No** | **Name** | **Gender** | **Category** | **Grade** | **Progression** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Appendix -25**

***Students who qualified NET, GATE etc.,***

(give the names of students in each column)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NET** | **NET with JRF** | **GATE** | **All India** | **Other** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -26**

**Students who obtained any kind of recognition for sports achievements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the student** | **Item** | **Event** | **Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -27**

**Students who obtained any kind of recognition for cultural activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the student** | **Item** | **Event** | **Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -28**

**Any special achievement of any student in any area – curricular or co-curricular**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the student** | **Item** | **Event** | **Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -29**

**Association Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Programme** | **Output/ Benefit** | **Participants** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix- 30**

**Give a list of students getting each scholarship, grant, assistance etc.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the student** | **Class** | **Type of Scholarship** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix -31**

**Accounts of the department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receipts / Income** | **Amount in Rs.** | **Payments / Expenditure** | **Amount in Rs** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  | **Total** |  |

**Suggested actions /Performance**

1. Consultancy means advising or giving expert opinion to industry, firm or public outside the campus either for fee or free of cost. [↑](#footnote-ref-2)
2. Extension activity means extending the facilities, resources and the knowledge to the society. It may also be called as ISR (Institutional Social Responsibility) [↑](#footnote-ref-3)